CUSTODY RECLASSIFICATION

I. IDENTIFICATION

Youth's Name: _____ _____ _____   DOB: ____/____/_____
LAST   FIRST   M.I.

Client ID #: _____   **Date of Direct Admission**: ____/____/_____   **Staffing Date:** _____/_____/_____

Secure Release Date: ____/_____/_____

Primary Case Manager: _____   **Secondary Case Manager**: _____   **Facility:** _____

II. CUSTODY EVALUATION

SCORE

1. Severity of Current Adjudicated Offense
Highest…………………………………………………………………………………………….7
High …………………………………………………………………………………………………….5
Moderate 3
Low 1
Status Offenses/Probation, Parole Revocations/Non secure program failure 0   _____

2. Severity of Prior Adjudicated Offense
Highest………………………………………………………………………………………… 7
High …………………………………………………………………………………………………….5
Moderate 3
Low 1
Status Offenses 0   _____

3. Prior Assaultive Behavior (Past 12 months)
Adjudication for prior assaultive crime (homicide, assault, battery, armed robbery, rape, etc. 4
History of fighting 2
No history of violence or assaultive behavior 0   _____

4. Escapes and Runaways (Past 12 months)
Any escape from secure facility 5
Two or more escapes/runaways from non secure program 3
One escape/runaway from non secure programs 2
Runaway from home..1
No history of runaways or escapes..0   _____

5. Number of Major COC Violations (Past 6 months)
7 or more 5
4-6 reports...3
1-3 reports...1
No reports …………………………………………………………………………………………-1   _____

6. Number of Minor COC Violations (Past 6 months)
7 or more... ……………………………………………………………………………………………….3
4-6 reports 2
0-3 reports …………………………………………………………………………………………..0   _____

7. Most Serious COC Violation (Past 6 months)
Highest 4
High 3
Moderate 2
Low 1
None…………………………………………………………………………………………...-1   _____

8. Program Participation (Past 6 months)
Permanent removal from program due to disciplinary or other reasons..2
Moderate problems noted with/without temporary program removals 0
Actively involved in all required programs …………………………………..……..………………-2   _____

TOTAL CUSTODY CLASSIFICATION SCORE (Add items 1-8)   _____

III. CUSTODY SCALE AND RECOMMENDATIONS

_____

Assign Custody Level Indicated by Scale Below

Total Custody Score
(from first page)

TOTAL CUSTODY SCORE (items 1-8)	**Custody Level**	
16 or more points..	Maximum	MAX
9 to 15 points	Medium	MED
8 or fewer points..	Minimum	MIN

_____

Custody Level

Check (✓) All Factors that Apply to this Youth for Purpose of Over-Riding Scored Custody Level

Discretionary Over-Ride – Higher Custody
_____ Known Management Problem
_____ Escape Threat
_____ Serious Violence Threat
_____ Known Gang Affiliation/Disruptive Group

Discretionary Over-Ride – Lower Custody
_____ Prior Good Secure Care Facility Conduct
_____ Isolated Prior Secure Care Facility Misconduct

Is Over-Ride of Scored Custody Level Recommended?   ٱYes   ٱNo

If yes, give rationale (required): _____

_____

_____

Population Assignment and Recommended Custody Level

Population Assignment	_____		**Custody Level**	_____	
(Select code from the list below)	Code		(Select code from the list below)	Code	
General Population	GP		Minimum	MIN	
Protective Custody	PC		Medium	MED	
Medical	MD		Maximum	MAX	
Mental Health	MH				

Case Manager/Counselor's Signature _____ **Date** _____

Program Manager's Signature (required w/over-ride recommendation) _____ **Date** _____

IV.   DEPUTY DIRECTOR'S (or Designee's) APPROVAL OF OVER-RIDE

Approve Recommended Population Assignment and Custody Level?   ٱYes   ٱNo

If no, give rationale (required): _____

_____

_____

Final Population Assignment and Custody Level

Population Assignment	_____		**Custody Level**	_____	_____
(Select code from the list below)	Code		(Select code from the list below)	Code	Housing Unit
General Population	GP		Minimum	MIN	
Protective Custody	PC		Medium	MED	
Medical	MD		Maximum	MAX	
Mental Health	MH				
Disciplinary Housing	DH				

Deputy Director's (or Designee's) Signature _____**Date** _____

CUSTODY RECLASSIFICATION FORM INSTRUCTIONS

The Custody Reclassification form B.2.2 (h) is used to determine whether a change in the youth's custody level is indicated.

I. IDENTIFICATION

Enter youth's name (last, first, M.I.) and date of birth (D.O.B.). Enter youth's Client ID number, date of direct admission and date the reclassification form is completed. Enter the secure release date provided on the time computation form. Enter the youth's assigned facility, the name of the facility case manager assigned to the youth's case as the primary case manager and the name of the Probation Officer assigned to the youth's case as the secondary case manager.

II. CUSTODY EVALUATION

1. Severity of Current Adjudicated Offense

Enter the appropriate number of points in the right hand column to reflect the severity of the current offense. Refer to the Severity of Offense Scale for offenses contained in each category. If there are multiple convictions, score the most severe of the offenses for which the youth was committed. Attempts or accessory to an offense receive the same severity rating as the offense itself. Any offense committed while in custody is considered one of the current offenses. While it does not change the historical designation of the offense, it can change the severity of the offense (e.g., escape while serving a sentence for shoplifting).

A revocation (probation/parole) is not an offense. If the revocation is due to the commission of a new crime, the original offense is to be considered a prior offense and the new offense as current offense.

2. Severity of Prior Adjudicated Offense or Pending Adjudication

Enter the appropriate number of points in the right hand column to reflect the most serious offense committed by the youth (refer to Severity of Offense Scale). Do not include the present offense (i.e., the offense that resulted in this commitment). Treat attempts, accessory, and revocations of probation/parole as specified in Item 1 above. Any offense for which the youth has been legally charged, petitioned and awaiting adjudication should be included.

3. Prior Assaultive Behavior

Enter the appropriate number of points in the right hand column to reflect the youth's prior history of assaultive behavior for the past *12 months*. Assaultive behavior is defined as any incident in which body contact occurred, regardless if it results in an injury.

4. Escapes and Runaways

Enter the appropriate number of points in the right hand column to reflect the youth's escape/runaway history for the past *12 months*. Escapes from secure care facilities are scored if the youth was found guilty of the escape or attempt by the Disciplinary Committee, regardless of court prosecution and/or adjudication status of the case. Runaways from any non-secure program or the youth's home should also be included.

5.   Number of Major COC Violations *(past 6 months)*

Enter the appropriate number of points in the right hand column to reflect the number of major COC Violations for which the youth was found guilty during the past *6 months.*

6.   Number of Minor COC Violations *(past 6 months)*

Enter the appropriate number of points in the right hand column to reflect the number of minor COC Violations for which the youth was found guilty during the past *6 months.*

7.   Most Serious COC Violation (*past 6 months)*

Enter the appropriate number of points in the right hand column to reflect the *single* most severe COC Violation for which the youth was found guilty during the past *6 months.*

8.   Program Participation *(past 6 months)*

Enter the appropriate number of points in the right hand column to reflect the youth's program participation/adjustment. Guidelines for completion:

a)   Permanent removal from program due to disciplinary or other reasons
b)   Moderate problems noted with/without temporary program removals
    1.   Only participates in activities when closely monitored by staff.
    2.   Suspended more than once.
    3.   More than one unexcused absence monthly.
    4.   Two or more Major COC Violations related to behavior during program time.
    5.   Poor rate of progress through program.
    6.   One of the lowest rates of achievement relative to peers.
c)   Actively involved in all required programs
    1.   Progressing "on schedule" or ahead of time.
    2.   Joins in most activities at almost every opportunity, needs little encouragement.

Total – Enter the total number of points in the right hand columns to reflect the custody level score.

III.   CUSTODY SCALE AND RECOMMENDATIONS

Enter appropriate custody level to reflect score from Items 1-8. If an over-ride is used, check appropriate factors and provide rationale for the over-ride.

Enter the youth's population assignment and custody level. The Case Manager/Counselor's signature is required with the date of signature.

IV.   DEPUTY DIRECTOR'S (or Designee's) APPROVAL OF OVER-RIDE

The Deputy Director (or Designee) should check whether he/she approves or disapproves of the recommended over-ride. If no is checked, a rationale for the disapproval is required.

Enter the final population assignment and custody level. The Deputy Director's (or Designee) signature is required along with the date of signature.